

25X1A

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Next 2 Page(s) In Document Exempt

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Certification and Liaison Division

Review of the Division indicates a need for restructuring the Contract Certification Branch in order to better reflect the division of responsibilities, work flow, and supervisory lines.

PMCD Recommendation:

25X1A Recommend that the [REDACTED] be broken out into two units as reflected in the body of the report and that the Info Control position be deleted from the Office of the Division Chief and a new [REDACTED] be established in the Contract Claims Branch.

25X1A Requests were submitted during the survey for upgrading three positions. The positions are: Chief, Central Travel Branch, Chief,

25X1A [REDACTED]. All three of these positions were reviewed extensively in terms of assigned duties and responsibilities and supervisory controls, and in terms of their relation to other GS-11, GS-12, and GS-13 positions elsewhere in OF. Based on these considerations, the current grades of these positions are determined to be proper.

Certification Branch  
Office of the Chief

Current: Position 0828 (1), Info Control Clerk, GS-06

0722 \*2, Info Control Clerk, GS-05

0723 \*1, Records Clerk, GS-04

PMCD Recommendation: Abolish Positions

Recommend that positions 0828 and 0722 be used to establish the new Document Control Unit shown below. Use the ceiling for 0723 to establish

a new Clerk Typist position in [REDACTED]

25X1A

25X1A

Establish the following new organizational structure for the Section.

PMCD Recommendation: Office of the Chief

0709 (1), Finance Officer-Ch, GS-11

0826 (1), Clerk Typist, GS-05

[REDACTED]

25X1A

0912 (1), Voucher Exam-Sup, GS-09

New (3), Voucher Examiner, GS-07

[REDACTED]

25X1A

0824 (1), Voucher Exam-Sup, GS-09

0825 (4), Voucher Examiner, GS-07

25X1A

[REDACTED]

0828 (1), Info Cont Clk-Sup, GS-06

0722 (2), Info Cont Clerk, GS-05

25X1A

[REDACTED]

Current: No Position

PMCD Recommendation: New (1), Clerk Typist, GS-05

Transfer ceiling from position 0723 located in the Certification Branch and establish a Clerk Typist to provide general typing and clerical support for the Section. The scope and level of duties involved evaluate at grade GS-05.

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Central Travel Branch  
[REDACTED]

25X1A

Current: Position 0900 (1), Voucher Exam-Sup, GS-08

PMCD Recommendation: (1), Voucher Exam-Sup, GS-09

The nature and complexities of travel vouchers processed in the Section have increased substantially since the position was last evaluated. This increase has resulted from the addition of responsibility for processing domestic PCS and retiree travel vouchers. Based on the addition of these responsibilities, the position now evaluates at grade GS-09.

Current: Position 0729 \*1, Voucher Examiner, GS-07

\*3, Voucher Examiner, GS-06

PMCD Recommendation: Position 0729 \*4, Voucher Examiner, GS-07

Review of the positions indicated that all incumbents were performing at the same level. The duties being performed evaluate at the GS-07 grade level.

25X1A

[REDACTED]  
Current: Position 0829 (1), Voucher Exam-Sup, GS-08

PMCD Recommendation: (1), Voucher Exam-Sup, GS-09

The nature and complexities of transportation vouchers audited have increased since last reviewed because of the addition of responsibility for auditing [REDACTED] and retiree transportation vouchers. These changes have strengthened the position sufficiently to justify upgrading to GS-09.

25X1A

Current: Position 0830 (1), Voucher Examiner, GS-07

0831 \*3, Voucher Examiner, GS-06

PMCD Recommendation: 0830 \*3, Voucher Examiner, GS-07

0831 \*1, Voucher Examiner, GS-06

The review indicated that two of the GS-06 positions were functioning at the same level as the GS-07. The remaining GS-06 position is being retained to provide progression for trainees.

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